



FLO
U.S. DEPARTMENT OF STATE
Advocacy Programs Services

FAMILY MEMBER EMPLOYMENT

TIPS FOR COMPLETING YOUR PDF APPLICATION

Read all instructions very carefully and pay close attention to any highlighted sections in this tips document.

2015/2016 FLO Professional Development Fellowship (PDF) Application Form Fellowship Period: August 1, 2015 through July 31, 2016

Submission of this application constitutes consent to publish your name as a recipient of a 2015/2016 FLO Professional Development Fellowship and to quote your comments about your experience, if selected for funding.

INSTRUCTIONS

- **Do not alter the application form. Altered forms will not be accepted.**
- For ease in transfer to our database, please submit applications in **MS WORD FORMAT ONLY.**
- Mac and other Apple device users must submit applications using a PC.
- Applications are due to FLO no later than **May 1, 2015**. Please transmit applications electronically to FLOAskPDF2015-2016@state.gov.
- **It is the applicant's responsibility to read the program guidelines on our [website](#) for complete program requirements.**

BASIC ELIGIBILITY REQUIREMENTS

- Applicants must be the spouse or partner of a direct-hire U.S. government employee ("sponsor") assigned to and residing at an overseas post under Chief of Mission authority **during the fellowship period**. Applicants must be accompanying their sponsor to post or otherwise residing overseas as covered by the next bullet point below.
- Spouses and partners of those employees assigned to unaccompanied posts are eligible to apply only if they are residing overseas **during the fellowship period**.
- Spouses and partners of those employees on domestic assignments, on TDY in the United States, in training in the United States, or who are on unaccompanied tours but are residing in the United States **during the fellowship period** are **not** eligible to apply.
- Applicants who have received a previous PDF who meet the eligibility requirements may apply again. However, applicants who have received fellowships for the two previous consecutive program periods must wait one program period before reapplying.

APPLICATION AND NOTIFICATION PROCEDURES

- **All questions must be answered, even if the answer is N/A or none.**
- **It is the applicant's responsibility to ensure that the application is complete and submitted on time.** Applications with items missing after the deadline has passed will be considered incomplete. **Incomplete or late applications will not be considered and late applications will not be acknowledged.**
- Applicants will be notified of their final status via e-mail by August 1, 2015. Please be aware that our selection committees make every effort to deliberate and provide final results prior to the start of the PDF program period, however, unavoidable delays do sometimes occur.

PLEASE COMPLETE THE FOLLOWING FORM. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

PERSONAL DATA

Last Name	First Name	*Gender	Email: Personal	*Email: Work (official)
Doe	Jane	Female	DoeJ@Yahoo.com	N/A

***Optional**

Check one:

- ☒ Eligible Family Member spouse/same sex domestic partner (on employee's orders)
- ☐ Member of Household/partner (not on employee's orders)

Check **all** that apply:

- ☐ First-time applicant
- ☒ Prior fellowship applicant
- ☒ Prior fellowship recipient: (Select all years that apply:)
If yes, how did you use your PDF?

Additional years as a prior fellowship recipient (if applies)

Use this box to describe how you used your PDF(s). **EXAMPLE: For the PDF I received in 2014, I...**

Employee Sponsor* Last Name	Employee Sponsor* First Name	Employee Sponsor* Email: Work (official)
Doe	John	DoeJ2@state.gov

*Spouse or Partner

Employee Sponsor* Agency	Employee Sponsor* Post of Assignment during PDF Period (Write ONLY full city name; no abbreviations)	Term of Assignment during PDF Period: MM/YY to MM/YY** VERY IMPORTANT
	Baghdad	EXAMPLE: 8/15 to 12/15-Vienna; 1/16 to 1/17; Baghdad-You can't return to U.S.; however, you can go directly from overseas post to overseas post assignments

*Spouse or Partner

** You cannot begin your PDF project until you have arrived at an overseas post. If departing post before the end of the program period (July 31, 2016), you must complete your PDF project prior to departing unless you are directly assigned to another overseas post.

Spouses and partners of those employees assigned to an unaccompanied tour are eligible to apply only if they are residing overseas. If assignment is an unaccompanied tour are you, the applicant, residing overseas during the PDF period?

☒ Yes

Where will you reside overseas during the PDF period?

If your spouse or partner is assigned to an unaccompanied tour post, indicate here where you will reside overseas. If you will reside at the unaccompanied tour post, you must have secured employment. Please include the position title. EXAMPLE: I will also reside in Baghdad, working as the CLO for the duration of the assignment.

Employee's future post of assignment and dates of assignment (if known):

If you don't know yet, enter "unknown".

PROPOSAL DESCRIPTION

Project Type

Please select one (For more than one, select "Other"):

PROPOSAL SYNOPSIS (1-2 sentences) Include only project activities that take place during the fellowship period, i.e. on or after August 1, 2015 through July 31, 2016

Use your own words - do not copy and paste information from the activity provider's website, brochure or catalogue. EXAMPLE: I will...I plan to...followed by a clear and concise description of your proposed activity

IN THE NEXT 3 SECTIONS, REMEMBER TO CHECK SPELLING AND GRAMMAR AND ASK SOMEONE TO READ IT OVER BEFORE YOU SUBMIT IT.

BACKGROUND

Summary of professional background (1/2 page maximum; please do not attach resume):

Allow enough time to complete each section of the application.

Be sure to clearly state and describe your professional background, especially as it applies to your PDF proposal plan. Keep in mind the selection committee criteria from the Program Guidelines-#10 copied below-and submit a well-thought out, well-written application-remember to link your overall professional aspirations to your enrichment plan.

SELECTION CRITERIA

The selection committee will consider the following criteria:

- a. Unavailability of employment options in the applicant's profession at her/his current post of assignment.
- b. Correlation between the proposed activity and professional development of the applicant.
- c. Where applicable, a connection between the proposed activity and other effort(s) on the part of the applicant to maintain/refresh her/his professional skills (e.g., the proposal should be part of a larger professional development plan).
- d. Favorable consideration will be given to those activities that will benefit the Foreign Service community as a whole through provision of services that are otherwise not readily available or alternatively are in great demand.
- e. Proposals from applicants residing at Historically Difficult to Staff (HDS) posts will receive favorable consideration as will proposals from posts where no Bilateral Work Agreement or de facto Work Arrangement is in place.

Current challenges in pursuing career goals:

Your current situation.

DETAILED DESCRIPTION OF PROPOSED PROJECT (maximum 1 page) Include only project activities that take place during the fellowship period, i.e. on or after August 1, 2015 through July 31, 2016. Please provide the name of the activity provider and an online link to the project activities you propose as well as a link to the costs listed in your budget. Applications without links may not be considered. Please note if links are not available.

Clearly describe and explain your proposal in as much detail as you can in the space allotted. Keep in mind the selection committee criteria, #10 from the Program Guidelines, which can be found on FLO's website: www.state.gov/m/dghr/flo/c21642.htm.

After you describe and explain your proposal, include the details such as the name of the activity, the provider and the link, the names of the courses or activities you will take.

EXAMPLE: Courses for Certified _____

Course Provider: _____ (Name and website link)

*Intro to _____ - 3 credit hours

*Case Studies in _____ - 3 credit hours

*New Technology for _____ - 3 credit hours

*Required textbooks: List as published on provider website. If names are not available, providers usually identify the number and general costs.

Website link to all activity costs that you will list in the next section (Budget)

A well-written proposal will make your professional development plan and path clear to the selection committee.

Remember that you are competing for a PDF with other spouses and partners assigned to the same Regional Bureau as you, so many will have the same Hardship Factors.

If your proposal is for courses you plan to take toward earning a certificate, degree or continuing education to obtain or maintain a professional license or certification, please itemize and explain them in detail here. What are you hoping to accomplish? How many courses do you plan to take and how much will the courses cost? Itemize any textbooks required here and in the next section (Budget), you can group like items together that are itemized and detailed in this section.

BUDGET

Include only the project expenses for activities that occur during the fellowship period, i.e. on or after August 1, 2015 through July 31, 2016. List project expenses below (excluding non-allowable costs of: membership fees, subscription costs, travel, transportation, lodging, per diem, child care, hardware, and start-up business costs*). Please see *Tips for Completing Your PDF Application document you received with this application form as a guide.*

*Although not all-inclusive, some examples of start-up business costs are assessments, test kits, materials used to make goods, equipment or tools used to provide services or goods.

1. Itemized breakdown of allowable reimbursable project expenses (i.e. course titles and costs, book titles and costs, conference titles and costs, tuition fees, attendance fees, technology fees, etc.). Please include the term and term year, if your proposal is for university or distance learning. If more than six lines are needed, send the additional lines in an email with your application. Please list in U.S. dollars and round up to nearest dollar.

Fellowship activities must begin on or after August 1, 2015. However, if you have to pay registration costs prior to the August 1 activity start date, receipts dated prior to August 1 can be considered.

Itemize all reimbursable activity costs that you included in the Detailed Description page here. If your activities are multiple courses/activities that cost the same, group them together, but describe them appropriately. EXAMPLE: GMU Fall 2015 tuition for 4 courses @ \$500 each". Remember the class names, credit hours, number of books, materials, etc. should be included in the Detailed Description page. List costs in U.S. dollars, using the DOS International Currency Exchange Rates, http://ice.gfs.state.gov/default.aspx	\$2000.00
	\$
If you need more lines, please carry the total from this page over to the body of the email when you submit your application.	\$
	\$
	\$
	\$
Total Reimbursable Project Expenses-Check your math	\$2000.00

2. Calculate minimum amount of Applicant Responsibility and Requested Fellowship Amount:

Total Reimbursable Project Expenses (from #1. above)	\$2000.00	A
25% Applicant Responsibility: A x 25%	\$500.00	B
A – B	\$1500.00	C
Requested Fellowship Amount*	\$1500.00	D
Remaining Additional Self-Funded Costs (if any) C - D	\$0.00	E

* Maximum allowable is \$2,500 and request can't be greater than the amount left after subtracting 25% minimum applicant responsibility (line C). Note that the final fellowship amount offered may be any amount up to \$2,500 and may not necessarily be the full amount of \$2,500. Minimum fellowship amount considered is \$1,000 after subtracting the 25% applicant responsibility, which means the total Reimbursable Project Expenses must be at least \$1,334.

COMPLETION

Estimated project completion date during fellowship period:

Enter date (M/D/YY): 5/25/16

Future plans if offered fellowship:

I plan to...I will...